

1 December 1983

MEMORANDUM FOR: Career Management Officer, DDA
Chief, Career Management Staff, DO
Career Development Staff, DDI
Career Management Officer, DDS&T
Administrative Officer, DCI

FROM:

Curriculum Review Officer
Office of Training and Education

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SUBJECT: Career Trainee Program

1. The Office of Training and Education is studying the training implications of a greater commitment by all Directorates to participate in the Career Training Program. We are preparing a training package for consideration by the Executive Committee in early 1984. This memorandum is soliciting your help in this effort, and particularly your response to the following questions:

A. Classroom Instruction

Attached is a proposed program outline. I welcome any comments on content, length, etc.

B. Interims

Where would you anticipate your trainees having interims, inside and/or outside the Directorate? How many? How long? Interims in the DO require that trainees have two weeks of training in records, reports and cable writing.

C. Numbers

What are your projections for participation in the program? Estimates on internals vs. externals? Will the externals come in as staff or contract personnel?

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2. I would like to meet with you to discuss these and any other related questions sometime during the week of 12 December. I will call you on Wednesday, 7 December, to set up an appointment. I also ask that you identify others in your Directorate that I should interview. If you have any questions, please call me on extension

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Attachment
As Stated